



# Chevy Chase Village

## Board of Managers' Election Process

### Introduction

Chevy Chase Village is a municipal government which operates under a council-manager form of government. The Village's Board of Managers are elected by the residents of the community and are charged with the responsibility of passing local laws, setting a property tax rate, adopting operating and capital budgets, and providing services to ensure the health, safety and welfare of the Village's residents.

The Board of Managers carries out the corporate responsibilities outlined in the [Village Charter](#). The Charter also outlines the procedures for election to the Board of Managers. In the event the Charter or published election procedures do not address an issue, the Election Supervisors (see below) will take into consideration, but will not be bound by, procedures adopted by Montgomery County and/or the State of Maryland for general elections.

### Board positions

The Village's Board of Managers is a seven-member body of residents. As outlined in the Village Charter, the Board consists of the following officers: Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Secretary. In recent years, the Board has also designated an Assistant Secretary to perform the tasks charged to the Secretary when he/she is unavailable.

### Terms

The Board serves staggered terms, with three seats up for reelection in even-numbered years

and four seats up for reelection in odd-numbered years.

### Oversight

The Village's [Election Supervisors](#) (5 person committee appointed by the Board) conduct all elections in the Village. The Election Supervisors perform various duties required to conduct elections, including but not limited to (other responsibilities are herein described), the following:

- (1) coordinate with Village staff with respect to pre-election procedures such as election notices, provision and collection of required forms, including the certificate of candidacy and financial disclosure form, and obtaining voter registration lists;
- (2) ensure that absentee ballots are available and accounted for;
- (3) ensure that ballots and the voting place are available during the hours of election, accommodate poll watchers, and maintain peace and order during the election process;
- (4) determine the registered voters of the Village, resolve disputes as to which residents are authorized to vote; and
- (5) in the event of a vacancy on the Board, the Chair of the Board will direct the Chair of the Election Supervisors to initiate a process to fill the vacancy until the next election.

The [Election Supervisors](#), include:

Charlotte Jones Carroll, Chair  
Norm Asher  
Robert Broeksmit  
Minh Le  
Mary Sheehan

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Term July 2015  
Term July 2015  
Term July 2018  
Term July 2017  
Term July 2016

### **Candidacy: Eligibility and Procedures**

Any person who is domiciled in the Village for at least thirty (30) days prior to an election, will be eighteen at the time of the election, and is qualified by law to vote in Montgomery County Elections may file a certificate of candidacy with the Election Supervisors. Prospective candidates must submit their candidacy at least thirty (30) days and no more than ninety (90) days prior to the election.

In the event that, thirty (30) days prior to the election, the number of qualified candidates is less than the seats to be filled, then the deadline for receipt of certificates of candidacy and financial disclosure statements will be extended to twenty (20) days prior to the election.

A Certificate of Candidacy must be accompanied by a completed Financial Disclosure Statement as required under Sec. 2-6 of the Village's Public Ethics Code. Certificates of Candidacy will NOT be accepted unless the Financial Disclosure Statement is submitted concurrently.

Both the Certificate of Candidacy and Financial Disclosure Statement may be obtained from the Village Office at 5906 Connecticut Avenue, Chevy Chase, MD 20815.

### **Meet the Candidates Reception**

If the election is contested, the Election Supervisors will host a "Meet the Candidates Reception" in the Village Hall. The reception will take place within two weeks prior to the election (1<sup>st</sup> Saturday in May). The Election Supervisors will make all reasonable efforts, but cannot guarantee, to schedule the reception so that it does not conflict with any other Village-sponsored activities of events and on a date when all candidates will be able to attend.

The reception will include a moderated forum and dialogue with the candidates and the community. The Election Supervisors will formulate questions in advance and the moderator will allow questions from the floor.

### **Voting eligibility**

Any person who is domiciled in the Village for at least thirty (30) days prior to an election, will be eighteen at the time of the election, and is qualified by law to vote in Montgomery County Elections, shall be qualified to vote in any general or special Village election. Any person domiciled within the Village may register to vote in Village elections by registering to vote in Montgomery County Elections. Voter registration shall close 30 days prior to the Village election.

### **Voting absentee**

Absentee ballots will be available upon request at the Village office beginning at 10:00 a.m. on the Tuesday immediately following the Annual Meeting (held on the 3<sup>rd</sup> Monday in April). Any qualified voter may vote by absentee ballot. **Qualified voters must appear in person to request an absentee ballot from the Village.** Absentee ballots can only be obtained during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.), unless prior arrangements are made with office personnel.

Absentee ballots must be placed in the ballot box before the polls close at 3:00 p.m. on Election Day.

### **Election Day, location and hours**

Contested (the number of candidates exceeds the number of available seats) elections are held on the **first Saturday in May** (Election Day) in the Chevy Chase Village Hall, 5906 Connecticut Avenue, Chevy Chase, MD 20815. Polls are open between 10:00 a.m. and 3:00 p.m.

In the event that, thirty (30) days prior to the election, the number of qualified candidates equals the number of available Board seats, then the qualified candidates will be declared elected by the Election Supervisors during the Village's Annual Meeting held on the third Monday in April (also in the Village Hall). Nominations will not be accepted from the floor during the Annual Meeting.

### **Voting procedures on Election Day**

Members of the Election Supervisors, serving as election judges, will verify voter names against a current Montgomery County voters list provided by the Montgomery County Board of Elections.

As each voter enters the Village Hall, judges will locate their names on the eligible voters list and place a check mark by each name. They will ask if the voter still resides at the address shown on the voter list. If the voter confirms residency, then the voter must sign the voter registry next to their name. The judges will then issue a ballot. After making their selection(s), the voter will place the ballot in the ballot box provided.

### **Challenged voters**

A person who is not on the eligible voters list is considered a "Challenged Voter". If considered a "Challenged Voter", the person will be allowed to vote; however, the vote will be handled in the same manner as an absentee vote. The challenged voter will be given an absentee package after the election judge writes "Challenged Voter" on the return envelope. The challenged voters will place their completed ballot in the ballot envelope, then place the ballot envelope inside the "Challenged Voter" envelope, sign across the seal and print their names and addresses on the front. These votes will be placed in a large envelope or box labeled "Challenged Voter" and kept there until the vote count is conducted.

"Challenged Voter" ballots are counted only if those ballots would affect the outcome of the election. If those ballots could make a difference, the official results will not be declared until Monday when registration can be verified by the Montgomery County Board of Elections. If they would not make a difference, the Village office will clarify the registration problems on the following Monday.

### **Counting of ballots, election results**

Ballot counting will be conducted by the Election

Supervisors. The candidate(s) receiving pluralities of the total number of votes cast shall be declared elected. To resolve a tie vote when there is no plurality that decides the election, a special election shall be held as soon as practicable after ten days' notice is provided to the community.

Once the successful candidates have been declared elected, the election results including the number of votes cast for each candidate will be posted at the Village Hall and on the website.

### **Oath of Office**

Each newly and reelected Board member shall qualify by taking an oath to support the Constitution of Maryland and the Constitution of the United States and to faithfully and diligently perform the duties of said office without favor, partiality or prejudice. Said oath shall be filed among the records of Chevy Chase Village.

The oath will be administered by any officer in Montgomery County authorized by law to administer oaths. Newly and reelected Board members will be sworn into office at the beginning of the Board's regular monthly meeting held during the month of June immediately following the election.

*Effective 11/2014*